

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
JANUARY 11, 2001**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference at 1:30 p.m. Eastern Standard Time (EST) on January 11, 2001, in regular session. The meeting was led by chair Dr. Charles Brokopp of the Utah Department of Health following the agenda distributed previously to Board members (Attachment A). The list of participants is shown in Attachment B, the list of new action items is given in Attachment C, and the cumulative list of previous action items is given in Attachment D.

APPROVAL OF MINUTES OF DECEMBER 14, 2000, MEETING

Dr. Brokopp asked for additions or correction to the minutes of the previous meeting (December 14, 2000) of this Board and hearing none they are approved as distributed. He reviewed the action items from that meeting and their disposition is reflected in Attachment D.

USE OF ISO 17025 STANDARDS

Dr. Brokopp introduced the chair of the Field Activities committee, Mr. Bivins, who related that the Field Activities committee met in December to discuss development of the chapter, citing ISO 17025 "by reference". He noted that the committee is unanimous in its sense that it is difficult to use two documents. Hence, the committee sees no alternative but to write the chapter using 17025 language. It was noted that this is a well-understood position, and that the committee can proceed on the condition that it must be ready to quickly excise the ISO language if required to in the future. It was also noted that the Quality Systems committee is struggling with this same issue and no other options have been discovered, much to the frustration of all.

Possible alternatives may be available and Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language. It is reported that other standards' organizations are adopting ISO 17025 standards as a national standard which would change some restrictions, but would probably not allow web-posting as is customary in NELAC.

STACK TESTING

Mr. Bivins and Mr. William Lamason from EPA's Office of Air and Radiation reviewed the status of development of a chapter of the Standard for stack testing. They noted that status reports were made at NELAC 6 and NELAC 6i by the Air Source Emissions Task Team (ASETT) subcommittee of ELAB on their drafting of such a chapter for ELAB. Mr. Bivins emphasized that standards are important to ensure compliance with stack-testing regulations as has been cited by a report by the Inspector General's office. He also noted that in a survey of states, this was considered of high importance as a means to reduce oversight on testing organizations. He reminded the Board that draft standards have been prepared since 1995 and EPA considers it important to continue with their development. The issue is how to now proceed, considering that the team was requested to submit a

consensus draft by January 19, 2001, with a goal of having the chapter ready for voting at NELAC 8.

It was noted that an issue is the perception that the ISO 17025 documentation requirements are burdensome to testing organizations. Discussion involved various options for proceeding to reach an approved chapter, noting that a committee in ASTM, chaired by Mr. Scott Evans, is proceeding with development of a standard.

Several Board members commented that the goals and intent of ASETT need to be clarified based on the lobbying activities of its chair Mr. Evans, which are at odds with the goals of NELAC. Following discussion, it was the consensus of the Board that a memo to ELAB be prepared requesting confirmation on the products and timelines of ASETT, the incorporation of all documentation requirements in ISO 17025, and clarification on the goals of ASETT.

When asked of other issues facing the Field Activities committee, Mr. Bivins responded that work is proceeding on the general sampling standard.

POLICY ON CHANGE IN STATUS

Wording changes being considered to Policy No. 6 (Committee Membership) was deferred to the next meeting.

RESCHEDULING MARCH 8TH MEETING

Based on recent scheduling changes, this is no longer an issue.

2°ACCREDITING AUTHORITY - LABORATORY APPLICATION PACKAGE

This topic was deferred to the next meeting.

INTERIM MEETING LOCATION & DATE

This topic was deferred to the next meeting.

NELAC 7 UPDATE

Ms. Colleen Freeze, of the Utah Department of Health, reported that NELAC 7 is scheduled for May 22 - 25, 2001 in Salt Lake City at the Little America Hotel. A "mark your calendar" card has been sent and a meeting brochure will be mailed about the first of February.

APPOINTMENTS

Dr. Brokopp reviewed the nominations he has received for Board and committee members. A candidate for the vacant Board position was discussed and a nomination letter will be sent shortly.

WASTE TESTING AND QUALITY ASSURANCE COOPERATION

Dr. Brokopp reviewed an invitation from WPI's Dr. Larry Keith for NELAC representatives to participate in a session at the Waste Testing and Quality Assurance (WTQA) Symposium on NELAC

technical issues such as PBMS, method validation and accreditation. The WQTA meeting is scheduled for August 12 - 16, 2001, at the Crystal Gateway Marriott Hotel in Arlington, Virginia (Crystal City). Following brief discussion, it was agreed that this would be a helpful forum. Discussion then turned to the logistics of presenters and topics. Dr. Brokopp will email the Board and committee chairs for inputs on presenters and topics.

ANNOUNCEMENT OF ACCREDITED LABS

Ms. Hankins reported that, in consultation with the NELAP accrediting authorities, January 24, 2001, has been set as the date for announcing NELAP-accredited laboratories. She reported that final preparations are in progress for this announcement and expressed appreciation to Mr. Dan Hickman, OR Department of Environmental Quality, for his invaluable assistance in this effort.

HOTLINE

Ms. Labie asked that discussion of this topic be deferred until suggestions and a white paper from the Transition committee are completed.

NEW BUSINESS

There was no new business.

NEXT MEETING

The next meeting of this Board is scheduled for February 8, 2001, at 1:30 p.m. by teleconference.

NELAC BOARD OF DIRECTORS

DRAFT AGENDA

January 11, 2000

1:30 - 3:00 pm EST

1. Approval of Minutes of December 14, 2000, Meeting* - *Chuck Brokopp*
2. Use of ISO 17025 Standards - *Dan Bivins*
3. Stack Testing - *Fred Dimmick & Dan Bivins*
4. Policy on Change in Status * - *Jeanne Hankins*
5. Rescheduling March 8th Meeting - *Jeanne*
6. 2°Accrediting Authority - Laboratory Application Package - *Jeanne???*
7. Interim Meeting Location & Date - *Jackie Sample*
8. NELAC 7 Update - *Colleen Freeze*
9. Appointments (Committee and Board) - *Chuck*
10. WTQA - Crystal Marriott - August 14, 2001 * - *Chuck*
11. Announcement of accredited labs - *Jeanne*
12. Hotline - *Silky*
13. New Business

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
JANUARY 11, 2001**

Name	Affiliation	Address
Dr. Charles Brokopp Chair	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Dr. Stephen Billets Exec. Secy., Acting	USEPA/ORD	T: 702-798-2232 F: 702-798-2261 E: billets.stephen@epa.gov
Ms. Jeanne Hankins Director	USEPA, ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epa.gov
Dr. Paul Kimsey	CA Department of Health Services	T: 510-40-2411 F: 510-540-3075 E: pkimsey@dhs.ca.gov
Ms. Silky Labie	FL Department of Environmental Protection	T: 904-488-2796 F: 904-922-4614 E: labie_s@dep.state.fl.us
Dr. Jim Pearson (absent)	VA Division of Consolidated Laboratory Services	T: 804-786-7905 F: 804-371-7973 E: jpearson@dgs.state.va.us
Ms. Anne Rhyne	TNRCC	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Jackie Sample	US DOD	T: 843-764-7337 11) F: 843-764-7360 E: samplejh@navsea.navy.mil
Mr. Joe Slayton	USEPA/Region 3	T: 410-305-2653 F: 410--305-3095 E: slayton.joe@epamail.epa.gov
Ms. Coleen Freeze (invited)	UT Department of Health	T: 801-584-8406 F: 801-84-8486 E: cfreeze@doh.state.ut.us
Mr. Dan Bivins (invited)	USEPA/OAR	T: (919) 541 - 5244 F: (919) 541 - 1039 E: bivins.dan@epa.gov

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BOARD OF DIRECTORS MEETING
JANUARY 11, 2001**

Name	Affiliation	Address
Mr. William Lamason (invited)	USEPA/OAR	ph: (919) 541 - 5374 fax: (919) 541 - 1039 E-Mail: lamason.bill@epa.gov
Dr. Ken Jackson (invited)	Program Policy and Structure Committee, Chair	T: 518-485 - 5570 F: 518-485 - 5568 E: jackson@wadsworth.org
Ms. Nancy Wentworth (invited)	USEPA/OEI	T: 202-564 - 6830 F: 202-565 - 2441 E: wentworth.nancy@epa.gov
Dr. Gene Tatsch (Contractor Support)	Research Triangle Institute	T: 919-541-6930 F: 828-628-0659 E: cet@rti.org

**NELAC BOARD OF DIRECTORS MEETING
JANUARY 11, 2001
NEW ACTION ITEMS**

Item No.	Action	Status
1	Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language in the NELAC Standard.	
2	The Board will send a memo to ELAB regarding ASETT.	
3	Dr. Brokopp will contact the Board and committee chairs for inputs on presenters and topics at the WTQA meeting next August.	

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
JANUARY 11, 2001**

No.	Date of Meeting	Action	Status
1	04/13/2000	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	On-going
2	01/11/1999	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	On-going
3	09/23/1999	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
4	01/18/2000	Ms. Hankins will seek clarification on USEPA's NELAC staffing plans.	Clarification requested; awaiting response
6	05/04/2000	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
7	05/04/2000	Barb Burmeister will Email the PT committee's process for responding to nominations to Jeanne Hankins.	On-going
8	05/08/2000	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
9	7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
10	7/13/00	Board members to forward names of persons to fill Board vacancy.	Completed
13	7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Deferred
14	8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA	Deferred
17	9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing
18	9/12/00	Ms. Hankins will draft a policy to address change of status (Voting - Contributor) of a committee member.	Completed
22	10/31/00	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental requirements as needed.	Ongoing

No.	Date of Meeting	Action	Status
24	10/31/00	Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	Ongoing
25	11/09/00	Mr. Siders will draft a response to AIHA, for Board review, outlining the committee's plans for development of a NELAC asbestos standard.	
27	11/09/00	Dr. Brokopp will present another update on preparations for NELAC 7 during the December meeting of the Board.	Completed
28	11/09/00	Dr. Brokopp will obtain the assistance of a public information officer for announcing the first class of NELAP-accredited laboratories in January, 2001.	
29	11/09/00	Board members should forward their ideas for suitable publicity for announcement of the first class of NELAP-accredited laboratories in January, 2001.	
30	11/09/00	Dr. Brokopp agreed to follow up with Dr. Billets on possibilities for new promotional ideas and report to the Board at next month's meeting.	
31	12/14/00	Board members should study the proposal for refresher training for assessors in depth and Email their comments to Ms. Hankins before December 22, 2000	Completed
32	12/14/00	Ms. Hankins will inform Ms. Moore of the Board's decision on the refresher training proposal by December 31, 2000.	Completed
34	12/14/00	Ms. Sample will request her staff to propose sites that comply with the GSA rates.	Ongoing